

COMMITTEE NAME: EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS) WITH STANDING COMMITTEE CHAIRS

MEETING DATE & TIME: 3 APRIL 2015; 3:30 –4:45

MEETING LOCATION: 301 PARKS ADMINISTRATION BUILDING

ATTENDANCE:

MEMBERS	“P” denotes Present, “A” denotes Absent, “R” denotes Regrets
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P	Kelli Brown (Provost)	P	Susan Steele (CoHS, ECUS Chair)
P	Ben Davis (Library)	P	John Swinton (CoB, ECUS Vice-Chair)
R	Steve Dorman (University President)	P	Tom Toney (CoAS, FAPC Chair)
R	Macon McGinley (CoAS, SAPC Chair)	P	Craig Turner (CoAS, ECUS Secretary)
R	Ben McMillan (CoB, RPIPC Chair)	P	Stephen Wills (CoE, CAPC Chair)
P	Lyndall Muschell (CoE, ECUS Chair Emeritus)	R	Howard Woodard (CoB, APC Chair)

<p>GUESTS: Jan Clark (Vice-Chair, Resources, Planning and Institutional Policy Committee) Amy Pinney (Vice-Chair, Student Affairs Policy Committee) Carter Shadden (Graduate Assistant of the 2014-2015 University Senate)</p>
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<i>Italicized text denotes information from a previous meeting.</i>	
*Denotes new discussion on old business.	

AGENDA TOPIC	DISCUSSIONS & CONCLUSIONS	ACTION OR RECOMMENDATIONS	FOLLOW-UP {including dates/responsible person, status (pending, ongoing, completed)}
I. Call to Order	The meeting was called to order at 3:32 pm by Susan Steele (Chair).		
II. Approval of Agenda	A <u>MOTION</u> to approve the agenda was made and seconded. An amendment to the meeting	The agenda was approved as amended.	

	date of the university senate minutes from 13 Feb 2015 to 27 Mar 2015 was offered with no objection.		
III. Approval of Minutes	A <u>MOTION</u> to approve the minutes of the 27 Feb 2015 meeting of the Executive Committee with Standing Committee Chairs was made and seconded. A draft of these minutes had been circulated to the meeting attendees via email with no revisions offered. Thus, the minutes had been posted as circulated to the minutes.gcsu.edu site.	The 27 Feb 2015 Executive Committee with Standing Committee Chairs minutes were approved as posted, so no additional action was required.	
IV. Reports			
President's Report President Dorman	As President Dorman had extended regrets and was unable to attend the meeting, there was no President's Report.		
Provost's Report Provost Brown	<u>Faculty/Staff Celebration of Excellence</u> will be held Thursday 16 Apr 2015 at 9:00 a.m. in the Russell Auditorium. A one-hour ceremony with morning refreshments following. This event combines staff and faculty awards. This year the faculty excellence awards for teaching, scholarship & creative endeavors, scholarship of teaching and learning, and service will be a surprise! These faculty excellence award recipients will receive \$1000 in their base salary effective July 1. The staff council award recipients will receive \$500 in their base salary effective July 1. Come and share in this Celebration of Excellence with your staff and faculty colleagues.		
Executive Committee of the University Senate (ECUS)	1. <u>Motions</u> ECUS has one motion to submit for University Senate consideration at its		

<p>Susan Steele</p>	<p>24 Apr 2015 meeting. This motion is a resolution regarding the emerging Graduate Council.</p> <p>2. <u>Officers</u> The 2014-15 ECUS officers are Susan Steele (Chair), John R. Swinton (Vice-Chair) and Craig Turner (Secretary)</p> <p>3. <u>Meeting</u> ECUS met at 2:00 pm today and following are highlights of that meeting.</p> <p>a. <u>Graduate Council Resolution</u> Members of the executive committee entrusted Susan Steele to take the lead on the drafting of a resolution (for university senate consideration at its 24 Apr 2015 meeting) to endorse the proposed process by which the graduate council is slowly emerging. The interested reader is directed to the minutes of the 3 Apr 2015 meeting of the executive committee for additional detail.</p> <p>b. <u>University Senate Representative to the Task Force on Minors and Double Majors</u> Provost Brown requested that the executive committee seek and identify a university senate representative to serve on a task force on minors and double majors.</p> <p>c. <u>ECUS Annual Report</u> The members of the executive committee took some time to provide suggestions and feedback on the first draft of the 2014-2015 ECUS annual report.</p>		
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<p>Academic Policy Committee (APC)</p> <p>Craig Turner for Howard Woodard</p>	<ol style="list-style-type: none"> 1. <u>Motions</u> APC has no motions to submit for University Senate consideration at its 24 Apr 2015 meeting. 2. <u>Officers</u> The 2014-15 APC officers are Howard Woodard (Chair), Donovan Domingue (Vice-Chair) and John Sirmans (Secretary) 3. <u>Meeting</u> The APC did not meet on Fri 3 Apr 2015. The one item of business received the following disposition. <ol style="list-style-type: none"> a. <u>Student Representative on APC</u> <ol style="list-style-type: none"> i. The request from SAPC for the consideration of having student representation on APC will be forwarded to the 2015-2016 APC committee, since it could affect them and will not affect the current committee. 		
<p>Curriculum and Assessment Policy Committee (CAPC)</p> <p>Stephen Wills</p>	<ol style="list-style-type: none"> 1. <u>Motions</u> CAPC has no motions to submit for University Senate consideration at its 24 Apr 2015 meeting. 2. <u>Officers</u> The 2014-15 CAPC officers are Stephen Wills (Chair), Bill Miller (Vice-Chair) and Juan Ling (Secretary). 3. <u>Department Name Changes</u> The 3 Apr 2015 CAPC meeting was spent discussing the changing of the names of academic departments and whether such requests are within the scope of what CAPC should be considering. However, in response to the requested consultation, CAPC had no issues with renaming the Department of Music Therapy to Creative Arts Therapies or the Theatre Department to the Department of Theatre and Dance. 		

	<p>4. Graduate Council CAPC also discussed the role of the new Graduate Council in CAPC-related decisions and questioned how the Graduate Council will fit into the governance process.</p> <p>5. ECUS-SCC Deliberation The topic of Graduate Council triggered the following talking points among members of the executive committee (ECUS) with standing committee chairs (SCC).</p> <p>a. For graduate curriculum, the Graduate Council will be involved following the consideration at the college curriculum committee and prior to consideration by CAPC (as necessary). CAPC does not necessarily review or consider every curricular matter. CAPC considers primarily those with broad impact across the university (core curriculum, etc.).</p> <p>b. Graduate Council is broader than graduate curriculum and also embraces best practices and welfare of the graduate programs including graduate faculty and graduate students.</p>		
<p>Faculty Affairs Policy Committee (FAPC)</p> <p>Tom Toney</p>	<p>1. Motions FAPC has three motions to submit for consideration by the University Senate at its 24 Apr 2015 meeting. For details, see items 3.a, 3.b, and 3.c below.</p> <p>2. Officers The 2014-15 FAPC officers are Tom Toney (Chair), Barbara Roquemore (Vice-Chair) and Carol Sapp (Secretary).</p> <p>3. Meeting The Faculty Affairs Policy Committee of the University Senate met on 3 Apr 2015 from 2:00pm to 3:15pm. The following topics were discussed.</p>		

	<p>a. <u>Student Opinion Surveys</u> Ashley Taylor and Mike Rose reviewed the proposed policy and recommended approval by Faculty Affairs. It was voted on and passed by the committee and will be presented as a motion for university senate consideration at its 24 Apr 2015 meeting.</p> <p>b. <u>Emeritus/a Status</u> Douglas Goings presented a rights/privileges document guided by Kennesaw State University document and consistent with existing USG policy. It was voted on and passed by the committee and will be presented as a motion for university senate consideration at its 24 Apr 2015 meeting.</p> <p>c. <u>Post-Tenure Review</u> Mike Rose, in consultation with Craig Turner, presented some final wording to “clean up” the overall document that was approved last year. It was voted on and passed by the committee and will be presented in its final form as a motion for university senate consideration at its 24 Apr 2015 meeting.</p>		
<p>Resources, Planning and Institutional Policy Committee (RPIPC)</p> <p>Jan Clark for Ben McMillan</p>	<p>1. <u>Motions</u> RPIPC has no motions to submit for University Senate consideration at its 24 Apr 2015 meeting.</p> <p>2. <u>Officers</u> The 2014-15 RPIPC officers are Ben McMillan (Chair), Jan Clark (Vice-Chair) and Brittiny Johnson (Secretary).</p> <p>3. <u>Meeting</u> The RPIPC did not meet on Fri 3 Apr 2015.</p>		

	<p>4. <u>Sustainability Council</u> On behalf of RPIPC, a request was passed from the committee to ECUS to allow Paul Murray, President of the student Environmental Science Club and representative of the Sustainability Council to take 10 minutes of time at either of the two remaining University Senate meetings this semester for an informational update on the GC recycling program successes and challenges.</p> <p>5. <u>ECUS/SCC Deliberation</u> The topic of sustainability triggered discussion with the following conversation points.</p> <p>a. All present were supportive of the request for granting ten minutes of time to Paul Murray on an upcoming university senate meeting agenda.</p>		
<p>Student Affairs Policy Committee (SAPC)</p> <p>Amy Pinney for Macon McGinley</p>	<p>1. <u>Motions</u> SAPC has no motions to submit for University Senate consideration at its 24 Apr 2015 meeting.</p> <p>2. <u>Officers</u> The 2014-15 SAPC officers are Macon McGinley (Chair), Amy Pinney (Vice-Chair) and Nicole DeClouette (Secretary).</p> <p>3. <u>Meeting</u> The SAPC met on Fri 3 Apr 2015 from 2:00pm to 3:15pm and discussed the following topics.</p> <p>a. <u>Common Meeting Time</u> SGA is unhappy with RPIPC's decision to not pursue the common meeting time issue due to the significant, and in some cases extraordinary, decrease in RSO participation, as well as the impossibilities it creates for attendance to necessary meetings.</p>		

	<p>Therefore, SAPC will renew this issue next term.</p> <ul style="list-style-type: none"> b. <u>Student Representative on APC</u> SAPC members were pleased to hear that Dr. Woodard will recommend (via the 2014-2015 APC annual report) that the 2015-2016 APC consider the addition of a student representative to APC, and look forward to continuing this pursuit in the coming year. c. <u>Student Bill of Rights</u> SGA is taking some responsibility for disseminating the Student Bill of Rights. d. <u>Class Absences</u> SAPC continued the conversation on professors and make-up work after a student has been hospitalized or missed class for an extended time due to medical reasons. Dr. Lewter and Dr. Pinney reported out the conversation that occurred at the 27 Mar 2015 meeting of the University Senate. e. <u>Annual Report</u> The committee worked together to prepare the annual report, considering reflections and recommendations for next year's SAPC. 		
<p>Subcommittee on Nominations (SCoN)</p> <p>and</p> <p>Governance Retreat Planning Committee (GRPC)</p>	<ul style="list-style-type: none"> 1. <u>Motions</u> SCoN has no motions to submit for University Senate consideration at its 24 Apr 2015 meeting, but will present a motion detailing the slate of nominees for the officers and committee members of the 2015-2016 University Senate for consideration at its 1 May 2015 organizational meeting. 		

<p>John R. Swinton</p>	<ol style="list-style-type: none"> 2. <u>Officers</u> The 2014-15 SCoN officers are John R. Swinton (Chair), (No Vice-Chair position) and Craig Turner (Secretary). 3. <u>Committee Preference Surveys</u> The Qualtrics committee preference surveys are done. I have an initial slate for Subcommittee on Nominations review and university senate confirmation once I fill out the SoCC assignments. I do not have a COHS person, a LIB person, an A2 person or GC1Y person. 4. <u>University Senate Officers</u> We had seven nominations for presiding officer elect (spreadsheet). All have been contacted and have confirmed whether they have accepted the nomination or not (four declining, one acceptance, two maybes meaning accept if no other viable candidates identified). There was one nominee for secretary and that nominee has accepted the nomination. At present the SCoN nominees for officers are Chavonda Mills for presiding officer elect and Craig Turner for secretary 5. <u>Bylaws</u> Need to consider bylaws change to align years of service qualification for eligibility to serve as an elected faculty senator with the university senate and academic year contract calendars. As is presently stated, there have been different interpretations (i.e. there's ambiguity). The particular section in need of revision consideration is the last sentence of Article II.Section1.A.2. 6. <u>Governance Retreat</u> As John R. Swinton is also chairing the governance retreat 		
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planning committee, an informational update on the planning was provided.

- a. **Committee Members** Five individuals (Macon McGinley, Lyndall Muschell, Barbara Roquemore, Susan Steele, Craig Turner) have volunteered to serve on the governance retreat planning committee.
- b. **Date** The 2015 Governance Retreat is scheduled for 9:00am-4:00pm on Tuesday 11 Aug 2015.
- c. **Site** The location for the 2015 Governance Retreat will be Rock Eagle. I have made the inquiry. I sent the forms to Susan and I think I am waiting for confirmation that we send some money to reserve the space.
- d. **Invitees** The invitees for the 2015 governance retreat will be all members of the committees of the 2015-2016 university senate. This list will be available following the organizational meeting of the 2015-2016 university senate scheduled to occur at 2:00 pm on Fri 1 May 2015 in Arts & Sciences 2-72.
- e. **Surveys** I anticipate circulating surveys to collect preferences on intent to attend (RSVP), travel (bus/van/personal car) and food (dietary needs), likely after the organizational meeting of the 2015-16 university senate.
- f. **Agenda** Another next task is to create a tentative agenda. This agenda will be

	informed by feedback on the recent surveys of volunteers and elected faculty senators as well as information shared in the retreat section of the 2014-15 committee annual reports.		
V. Information Items Actions/Recommendations			
Committee Annual Reports	Susan Steele reminded standing committee chairs that committee annual reports were due no later than 5:00pm on 27 Apr 2015 and that a template for the annual report was available on the university senate webpage with url http://us.gcsu.edu/Archive_Indices/Annual_Reports_Archive.htm		
VI. Unfinished Business Review of Action & Recommendations, Provide updates (if any) to Follow-up			
Electronic Presence of the University Senate Craig Turner	In consultation with David Smith of Enterprise Applications, the text of the update on the electronic presence of the university senate is provided here. <i>Kelly (Rickman) has been able to knock a few issues off the list.</i> <ul style="list-style-type: none"> • <i>Installed security updates and patches</i> • <i>Pages migrated from senate.gcsu.edu to new site</i> • <i>Organized and Imported senator term record data (Needs some manual cleaning. There were some fields that could not be imported directly, and some of the data has inconsistent formatting)</i> • <i>Created searchable senator directory with pictures: (using placeholder images. I still need to copy over the</i> 		

	<p><i>photos from the old system and map them to the correct users):</i> https://eadev1.gcsu.edu/senate-members/picture-directory</p> <ul style="list-style-type: none"> • <i>Updated searchable senator directory (table with no pictures):</i> https://eadev1.gcsu.edu/senate-members/table-directory • <i>Created “Senator Profile” display that lists Senator info and shows all terms served (When you click on a senator in the directory you see their profile page):</i> https://eadev1.gcsu.edu/senate-member/kay-anderson <p><i>Thanks for keeping in touch</i></p>		
<p>Faculty Listserv</p> <p>Susan Steele</p>	<p>Susan Steele noted that RPIPC Chair Ben McMillan had reported on the Faculty Listserv at the 27 Mar 2015 and inquired if anyone in the room knew about who the faculty moderator might be. No one did and Susan Steele indicated that she will try to follow-up with Ben McMillan to get the most current information on the status of this item.</p>		
<p>VII. New Business Actions/Recommendations</p>			
<p>ECUS Annual Report</p>	<p>Susan Steele invited feedback to inform the ECUS-SCC deliberation documentation within the 2014-2015 ECUS Annual Report. None was forthcoming.</p>		
<p>University Senate Agenda and Minutes Review</p>	<p>1. <u>Tentative Agenda 24 Apr 2015:</u> Based on the committee reports at this meeting, a. <u>Motions</u> There will be up to four motions on the agenda of the 24 Apr 2015 meeting of the University Senate, specifically</p>	<p>The motion (circulate minutes) was approved.</p>	<p>1. Susan Steele to draft the tentative agenda of the 24 Apr 2015 meeting of the University Senate.</p>

	<ul style="list-style-type: none"> i. FAPC (3) <ul style="list-style-type: none"> 1) Emeritus/a Status 2) Student Opinion Survey Policy 3) A Trio of Revisions to the Post-Tenure Review Policy ii. ECUS (1) Resolution regarding Graduate Council b. Reports Administrative reports and committee reports will also be agenda items. <p>2. University Senate Minutes Review: A MOTION that the DRAFT minutes of the 27 Mar 2015 University Senate meeting be circulated for university senator review was made and seconded.</p>		<ul style="list-style-type: none"> 2. Motions to be entered into the online motion database by FAPC (3), ECUS (1). 3. Craig Turner to circulate the DRAFT minutes of the 27 Mar 2015 meeting of the University Senate to university senators for review.
<p>Graduate Assistant</p>	<ul style="list-style-type: none"> 1. Thank You Craig Turner extended appreciation to Carter Shadden for the many contributions made as the Graduate Assistant of the 2014-15 University Senate. Many who were present chimed in and expressed appreciation as well. Carter Shadden indicated enjoyment at filling this role. 2. Administrative Support Susan Steele noted that Carter Shadden had the distinction of being the last occupant of the graduate assistant position of the university senate for the foreseeable future. She noted that the position will be discontinued and that administrative support for the university senate will be offered via time from the administrative assistant for the associate provost of student success effective at the conclusion of this university senate year.. 		<p>4.</p>

VIII. Next Meeting (Tentative Agenda, Calendar)			
1. Calendar	24 Apr 2015 @ 3:30pm Univ. Senate A&S 2-72 27 Apr 2015 @ 5:00pm Annual Reports Due 1 May 2015 @ 2:00pm Organizational meetings of the 2015-16 Univ. Senate and its committees		
2. Tentative Agenda	Some of the deliberation today may have generated tentative agenda items for future ECUS and ECUS-SCC meetings.		Susan Steele will ensure that such items (if any) are communicated to John R. Swinton (possibly via the 2014-2015 ECUS Annual Report) so that they might be (if necessary) added to agendas of the appropriate ECUS and/or ECUS-SCC meetings.
IX. Adjournment	As there was no further business to consider, a MOTION <i>to adjourn the meeting</i> was made and seconded.	The motion to adjourn was approved and the meeting adjourned at 4:21 pm.	

Distribution:

First; To Committee Membership for Review

Second: Posted to the Minutes Website

Approved by: _____

Committee Chairperson (Including this Approval by chair at committee discretion)

COMMITTEE NAME: EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)

COMMITTEE OFFICERS: SUSAN STEELE (CHAIR), JOHN R. SWINTON (VICE-CHAIR), CRAIG TURNER (SECRETARY)

ACADEMIC YEAR: 2014-2015

AGGREGATE ATTENDANCE RECORD FOR MEETINGS OF THE EXECUTIVE COMMITTEE AND STANDING COMMITTEE CHAIRS

“P” denotes Present, “A” denotes Absent, “R” denotes Regrets

Acronyms	EFS = Elected Faculty Senator; CoAS = College of Arts & Sciences, CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences								
	Meeting Dates	08-22-14	10-03-14	11-14-14	01-23-15	02-27-15	04-03-15	Present	Regrets
Kelli Brown <i>Provost</i>	P	R	P	R	P	P	4	2	0
Ben Davis <i>EFS; Library</i>	P	P	P	P	P	P	6	0	0
Steve Dorman <i>University President</i>	R	R	R	R	P	R	1	5	0
Lyndall Muschell <i>EFS; CoE; ECUS Chair Emeritus</i>	P	P	P	P	R	P	5	1	0
Susan Steele <i>EFS; CoHS; ECUS Chair</i>	P	P	P	P	P	P	6	0	0
John Swinton <i>EFS; CoB; ECUS Vice-Chair</i>	P	P	P	P	P	P	6	0	0
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P	P	P	P	P	P	6	0	0
Howard Woodard <i>EFS; CoB; APC Chair</i>	P	P	R	P	P	R	4	2	0
Stephen Wills <i>EFS; CoE; CAPC Chair</i>	P	P	P	P	R	P	5	1	0
Tom Toney <i>EFS; CoAS; FAPC Chair</i>	P	P	R	P	P	P	5	1	0
Ben McMillan <i>EFS; CoB, RPIPC Chair</i>	P	P	P	P	P	R	5	1	0
Macon McGinley <i>EFS; CoAS, SAPC Chair</i>	P	P	P	P	R	R	4	2	0

CHAIRPERSON SIGNATURE _____

3 April 2015 ECUS-SCC Meeting Minutes (FINAL DRAFT)

DATE _____-(Including this Approval by chair at committee discretion